

## **POSITION: ADMINISTRATIVE ASSISTANT (PAS PROGRAM)**

### **BASIC FUNCTION OF POSITION**

The incumbent assists the Senior Administrative Assistant in program support and administrative coordination for all Public Affairs Section programs, functions, and facilities. Coordinates with GSO, FMO, FM and other sections of the Embassy on Public Affairs Section programs and operations. Acts as sub-cashier and maintains accounts for proceeds received under revenue generating/recycling programs and for petty cash distributions. Prepares travel grant documents for PAS's exchange participants. Assumes the duties of and acts as chief of the Program Support Division in the absence of the Senior Administrative Assistant.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Receives and accounts for all incoming proceeds under the revenue generating recycling programs for the English Teaching program, Information Resource Center, and Student Advising. Acts as sub-cashier and maintains account for proceeds received under revenue generating recycling programs and for petty cash distribution and replenishment. Prepares documentation to FMO accompanying cash deposits to the Embassy cashier, and cables Washington informing ECA and IIP on deposits. Verifies daily and weekly receipts for subscriptions to ensure that accurate records are kept of the receipt and distribution of materials. . Receives money orders from subscribers via the Government Post Office for books orders and publications. (35%)
2. Coordinates with mission elements necessary for logistical and financial support of PAS programs and operations. Places procurement requests in ILMS for program and administrative equipment and supplies as needed for the Public Affairs Section (PAS) programs. Assist in set-up with Education Fairs, U.S. Speakers and Specialist programs that take place outside of the Embassy premises. (35%)
3. Prepares vouchers for representational claims and maintains a record of all expenses. Assist in preparation of travel grants for all exchange participants. Back up the American Center Registrar supporting the Director of Courses and assisting with registration and placement testing. (20%)
4. During peak work loads in the Program Support section, assists the Senior Administrative Assistant in Public Affairs programs and operations. Assumes the duties of and acts as chief of the Program Support section in the absence of the Senior Administrative Assistant. Performs related duties in the PAO's office as required, in the absence of the PAO's Secretary. (10%)